



## Northwest Indiana Regional Development Authority Invitation to Submit Proposals

November 7, 2011

Dear Sir or Madam:

Our organization is accepting proposals from CPA firms to provide auditing services for the Northwest Indiana Regional Development Authority for a period commencing on January 1, 2011 and ending December 31, 2011. We invite your firm to submit a proposal to us by **Wednesday, December 7, 2011, 4:30 p.m. CST** for consideration.

### Background of Northwest Indiana Regional Development Authority

The RDA is a quasi-state agency formed in January 2006. The organization is comprised of seven Board members, representing Lake and Porter Counties in Northwest Indiana. Annual funding is currently \$27.5 million per year. The organization has a December 31 calendar year end.

### Engagement Scope

The certified public accountant shall audit the balance sheet of the RDA as of December 31, 2011, and the related statements of operations, retained earnings (deficit), and cash flows for the year then ended for the purpose of expressing an opinion about whether the financial statements are fairly presented in all material respects. The audit will be performed in accordance with guidelines established by the State Board of Accounts, in accordance with GAAP, and if applicable, Government Auditing Standards and OMB Circular A-133. The certified public accountant will present a financial audit report not later than two (2) months after the end of the development authority's calendar year. If, as a result of the engagement, the certified public accountant proposes standard, adjusting, or correcting journal entries to the financial statements these will be addressed in detail with appropriate staff members and management representatives of the RDA.

### Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Bill Hanna	Executive Director	(219) 644-3500
Sherri Ziller	Finance Manager	(219) 644-3500

Any requests for additional information, please contact the RDA Finance Manager.

Please submit an electronic version of your proposal to [sziller@rda.in.gov](mailto:sziller@rda.in.gov) no later than **Wednesday, December 7, 2011, 4:30 p.m. CST**.

## **I. Your Response to This Request for Proposal**

In responding to this request, we seek the following information:

1. Detail your firm's experience in providing auditing services to entities in the governmental and not-for-profit sector, as well as with organizations of a comparable size to the Northwest Indiana Regional Development Authority.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Northwest Indiana Regional Development Authority.
4. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
5. Identify the partner, manager, and in-charge accountant who will be assigned to the RDA if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accounts or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
6. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management staff and the Northwest Indiana Regional Development Authority
7. Set forth your fee proposal for the audit.
8. Furnish current standard billing rates for classes of professional personnel.
9. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to the Northwest Indiana Regional Development Authority for reference purposes.
10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
11. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
12. Attach a copy of the Ethics Policy to which the applicants adheres.
13. Describe your firm's presence, activities and engagements in our northwest Indiana community.
14. Supply the RDA with a current list of clients served by the applicant's firm.
15. Submit your firm's plan for using WBEs and MBEs where possible in fulfilling this contract.

## **III. EVALUATION CRITERIA**

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. **Cost**

Overall cost, including out-of-pocket expenses for performance of the audit.

2. **Qualifications**

- a Organizational structure and size of the firm.
- b Organizational structure and size of the office performing the audit.
- c Recent experience in similar audits.
- d Qualifications of the audit team.
- e Individuals with whom the audit team can consult.
- f Understanding of work and timetable to complete the audit.

**IV. ENTITY PROFILE**

**Suggested information to include:**

- Administrative Information:
  - Background information on the entity;
  - Period to be audited;
  - Term of contract engagement;
  - Schedule of any government funds by project or grant to be audited;
  - Description and magnitude of the entity accounting records;
  - Description of the entity's computer system(s) and software, if applicable;
  - Name and telephone number of a contact person at the federal cognizant or oversight agency; and
- Work and Reporting Requirements:
  - Auditing standards to be followed, if other than that specified above;
  - Meeting schedule(s) with staff and Finance Committee;
  - Specific scope of audit work to be performed;
  - Number and types of reports required;
  - List of restrictions, such as copy services or work space;
  - Exit conference requirements;
  - Specific audit guides or programs to be followed; and
  - Minimum audit requirements under applicable law
- Time Requirements:
  - Date of contract award;
  - Date records would be ready for audit;
  - Dates for completing interim phases, such as fieldwork completion and draft report preparation;
  - Date final report is due;
  - Working paper retention requirements; and
  - Working paper availability for communication with management and staff representatives.